

## **Open Call for Members to Serve on an ad hoc Legal Services Evaluation Committee**

As announced at its regular meeting on Monday, April 11, 2011, the Board of Managers has created an ad hoc Legal Services Evaluation Committee. Outside legal services consumes a significant portion of the annual Chevy Chase Village budget. In a time when all communities are searching for more cost-effective and streamlined means of providing necessary services, the Board of Managers has agreed that a review the Village's current use of legal services should be conducted to determine if there are ways to reduce our spending on legal services, while ensuring the Village has competent and timely access to legal counsel.

This review would be focused on understanding the various services provided today by the Village's outside legal counsel, the types of matters for which outside legal counsel is sought by the Village Manager, the Village staff and the Board of Managers, the time spent on these matters by outside legal counsel, and the business relationships between the Village and its various legal counsel. At the end of this review, the Committee is expected to provide an analysis of the Village's utilization and quality of legal services and make a recommendation as to how the Village might reduce its spending on these services.

The LSEC will consist of three (3) members, plus Allison Shuren of Hesketh Street who will serve as the Board liaison.

### Appointment Requirements:

- Resident of CCV for at least one year.
- Current or formerly practicing attorney and/or individual who holds or has held a professional position in which retention of legal services for a corporation/non-for-profit/other legal entity was among the required duties. Selection of legal counsel for personal matters is not sufficient. Board appointment will attempt to seat attorneys with varying backgrounds and practice experience.
- Schedule flexibility to conduct evaluation and make recommendations by September 2011 Board of Managers meeting.

### Duties of the LSEC:

The Committee will interview at least the following individuals to gain an understanding of the types of services provided by outside counsel: the current outside counsel, the Village Manager, key CCV Department Heads (e.g., Finance Director, Police Chief, Director of Public Works and Director of Municipal Operations), current Chairman of the Board, and others individuals as determined by the LSEC. The Committee also will review the billing records received from outside counsel over the past three years and any contracts or other engagement letters with outside counsel. NOTE: Review of the billing records by non-Board members needs to be discussed with current counsel since billing records are covered by the attorney-client privilege.

Present recommendations to the Board of Managers at the September 2011 meeting.

### Ongoing work:

Should the Board of Managers implement an RFP process for legal services, part of the LSEC's work could be assisting the Village Manager with the preparation of the requests for proposals,

reviewing proposals, interviewing candidates and making recommendations to the Board of Managers. Similarly, should the Board decide to hire in-house counsel the LSEC members could be among those who interview candidates.

Operations of the LSEC:

- The LSEC will hold as many meetings as necessary to formulate its recommendations.
- Meetings of the EC will be public, and will be announced by the Village's email service to residents, in the Village Crier, and on the CCV WEB site.
- Content of the meetings will not include any discussion of the particulars of past matters for which CCV has sought legal counsel.
- The LSEC Chairperson will present the Committee recommendations to the Board of Managers in writing at least one week prior to the September 2011 Board meeting and will present the recommendation at that meeting.

Residents interested in serving on this Committee who meet the above-stated appointment requirements should contact the Committee's Board Liaison Allison Shuren at [awshuren1024@gmail.com](mailto:awshuren1024@gmail.com).

4/29/2011